

Smartboard Tutorial

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Setting Up the Smartboard and Presentation Cart

Make sure and plug in the long USB cable into a USB port on the computer:



Check to make sure that other end of the USB cable is securely plugged into the Smartboard:

USB end for cable that is used for a newer Smartboard



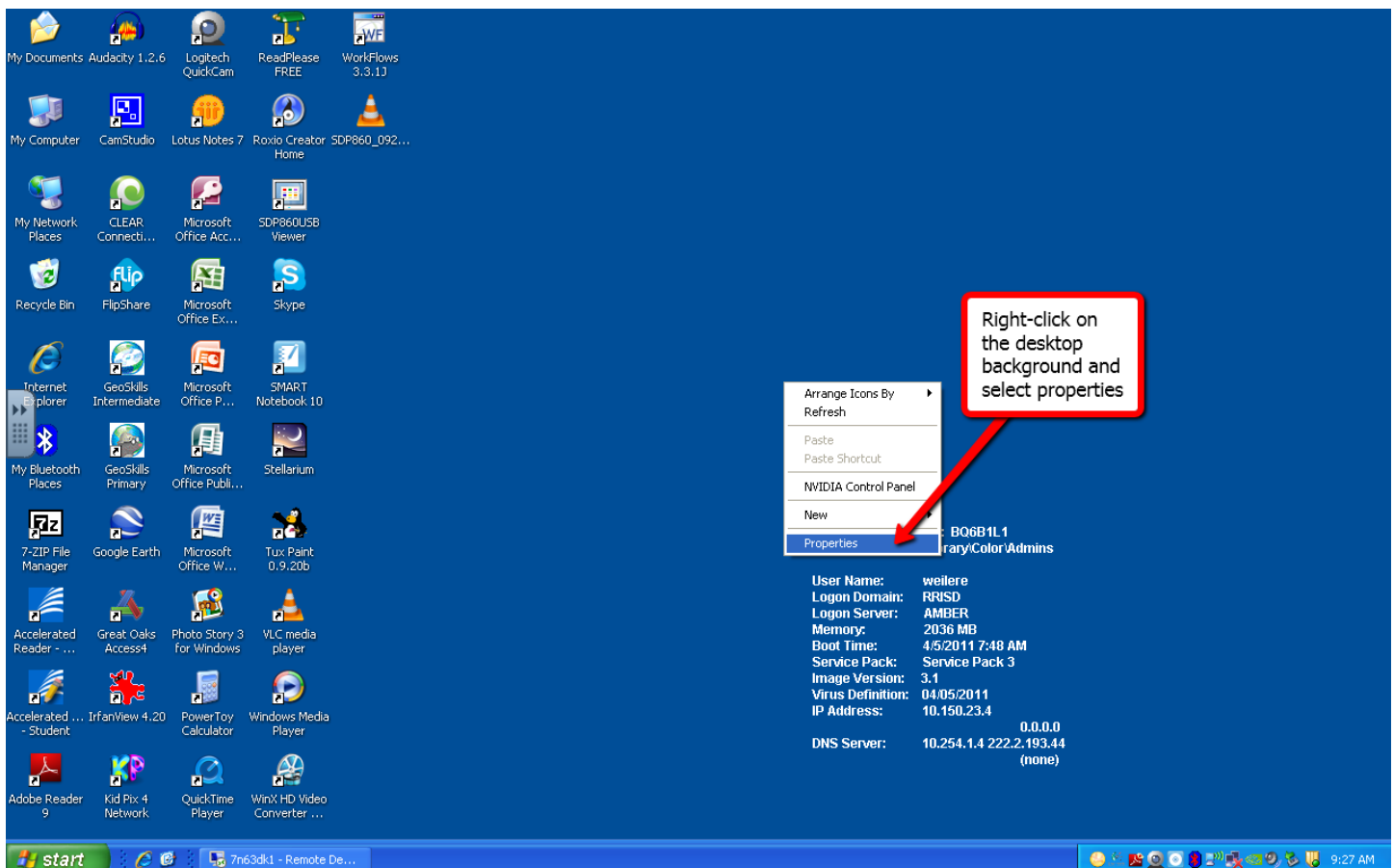
Serial end for cable that is used for an older model of Smartboard



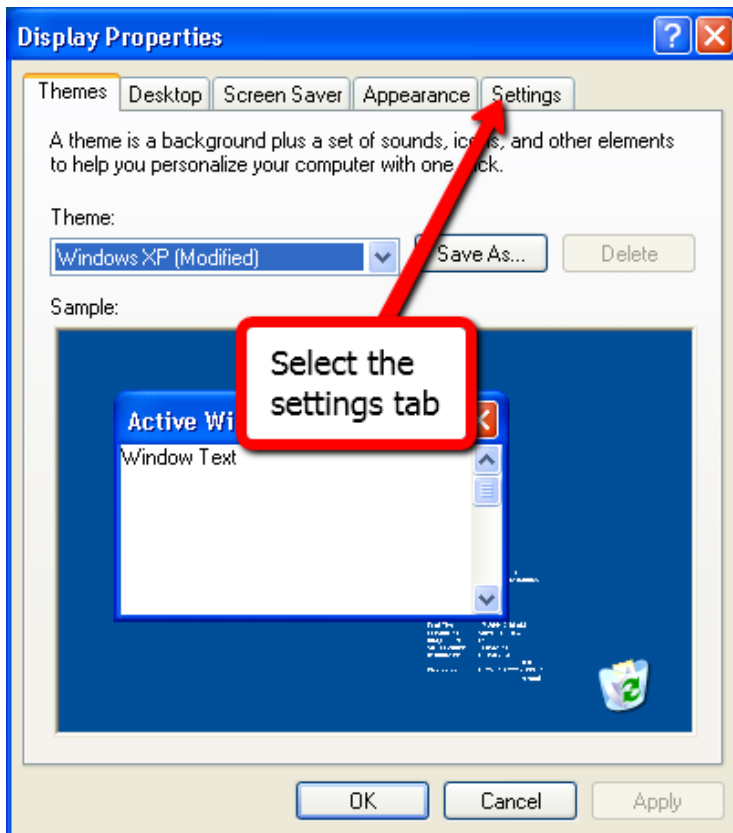
When you first turn on the projector and log-in on the laptop, you might notice that the screen size shrinks and does not fill the entire board. The text from the image will also be slightly blurry:



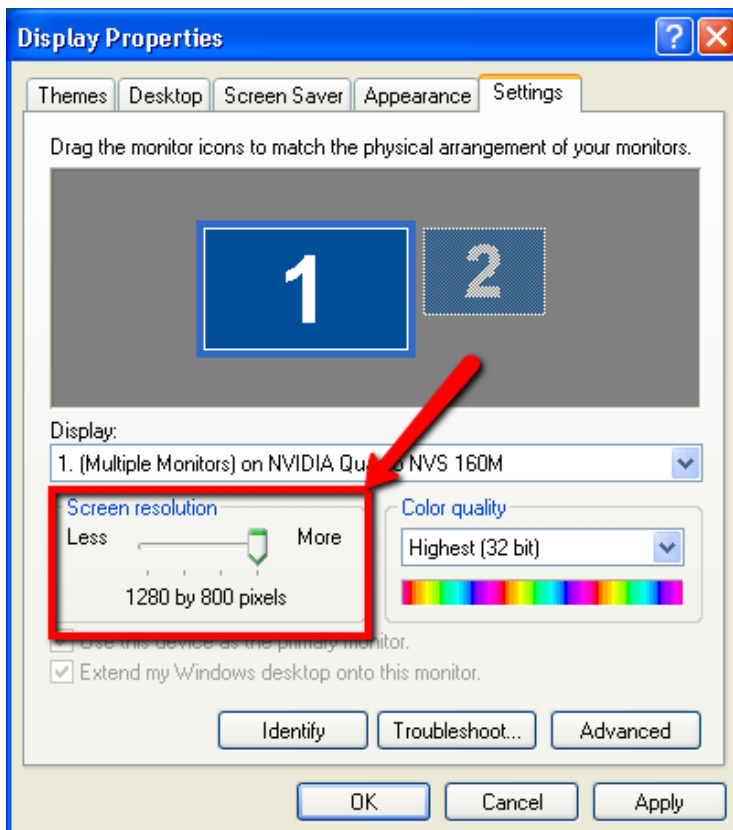
Unfortunately, this setting is profile specific and every time someone new logs onto the computer the image resolution changes. In order to fix this problem, you need to follow these steps to fix the issue. Once you have logged in **right-click on the desktop background** to reveal the pop-up menu. Select the **Properties** option:



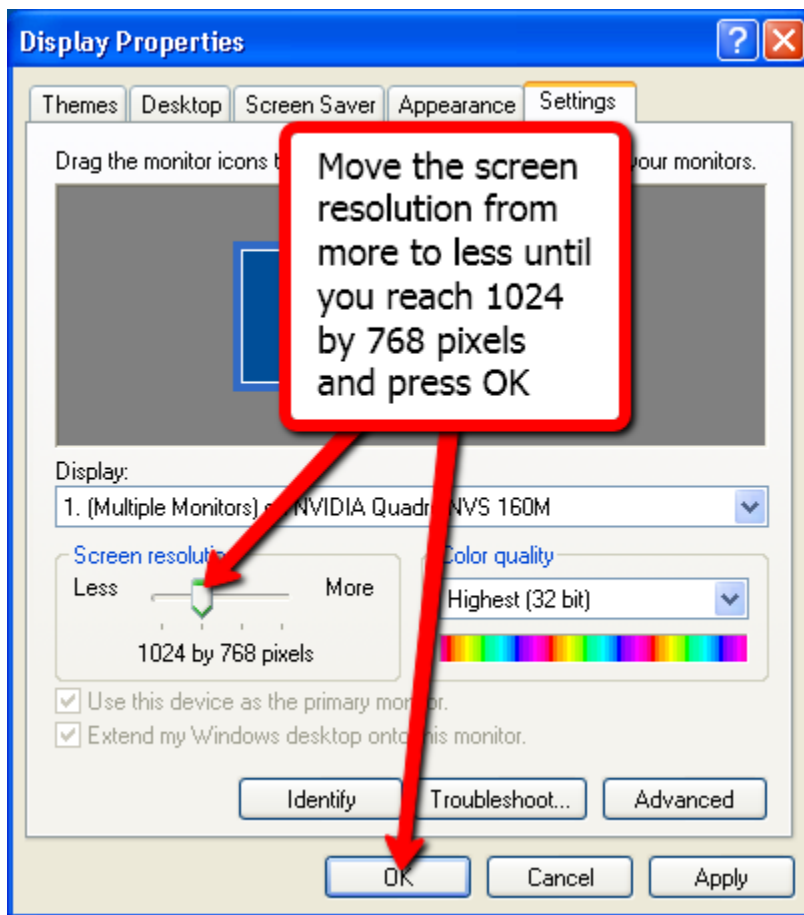
From the **Display Properties** menu, select the **Settings** tab:



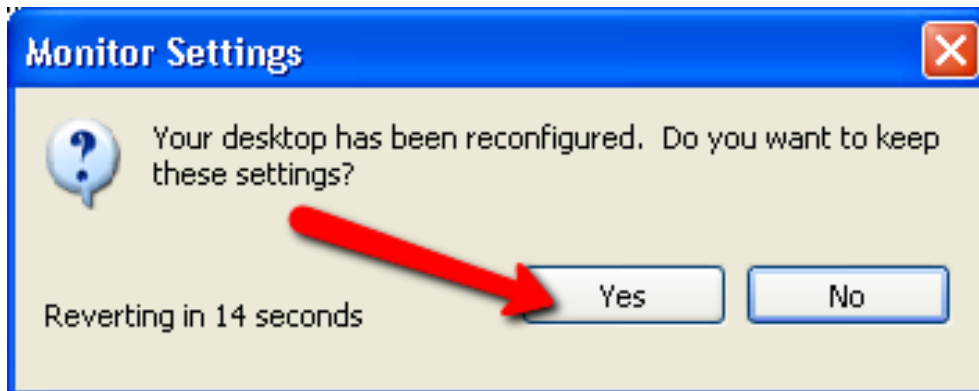
Right now, the Screen resolution is set to 1280 by 800 pixels. This is the highest resolution setting for the laptop, but it does not work well for the projector so it needs to be changed:



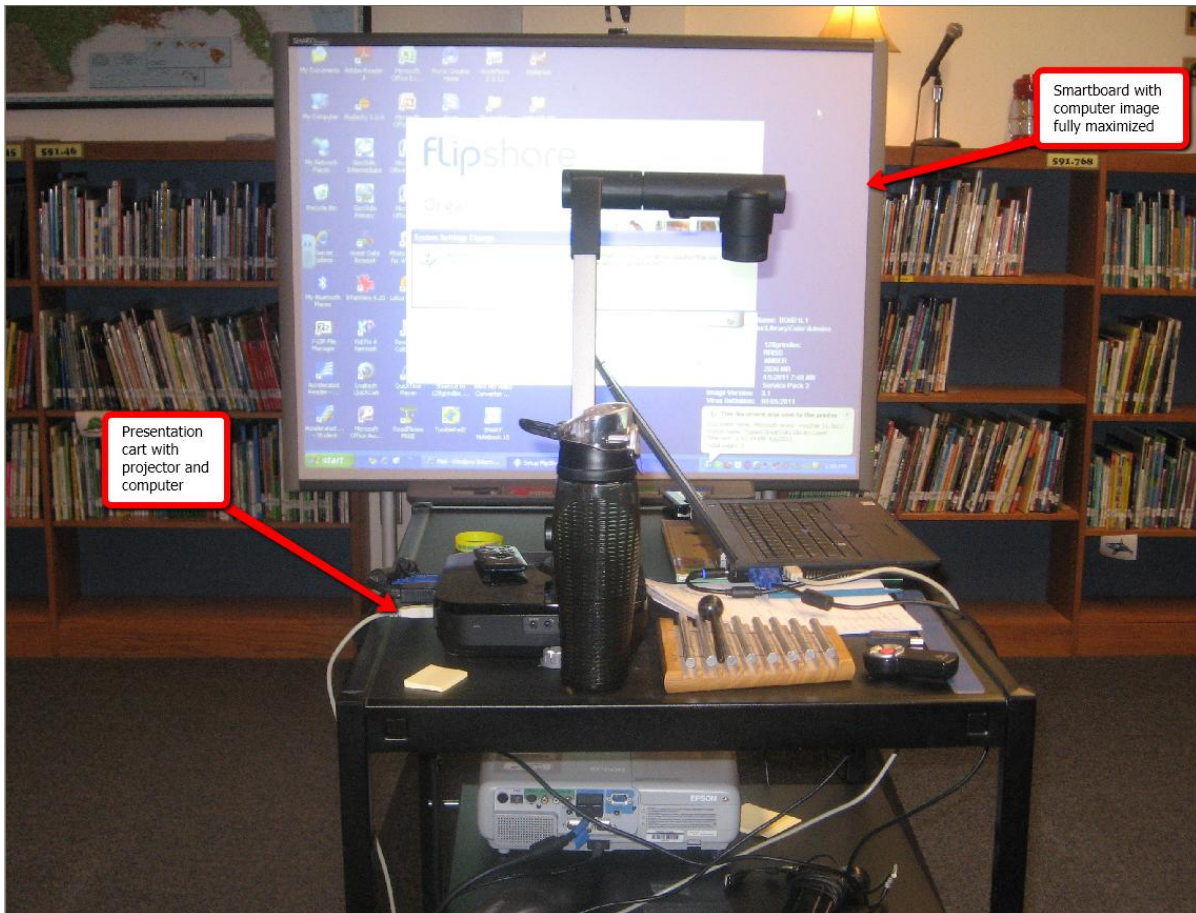
Drag the Screen resolution scroll bar to the left until you see **1024 by 768 pixels** and press **Ok**:



When the Monitor Settings confirmation menu pops up asking if you would like to save these settings, select **Yes**:



Now that the proper screen resolution has been set, it is time to move the smartboard and presentation cart into place. It is best to secure the smartboard against a wall if possible to prevent it from moving while you use it. The cart will need to be moved a few feet in front of the board so that the projector image will fill the entire board. You might have to adjust the height of the projector so that it displays on the board properly:



Now that the board is physically oriented properly, you need to lock the wheels of the smartboard into place to make it less likely to move while you are using it:

Locks on the wheels of a newer smartboard



Locks on the wheels of an older smartboard

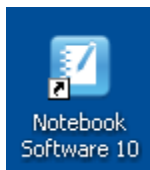


You will also need to lock the wheels on the presentation station:

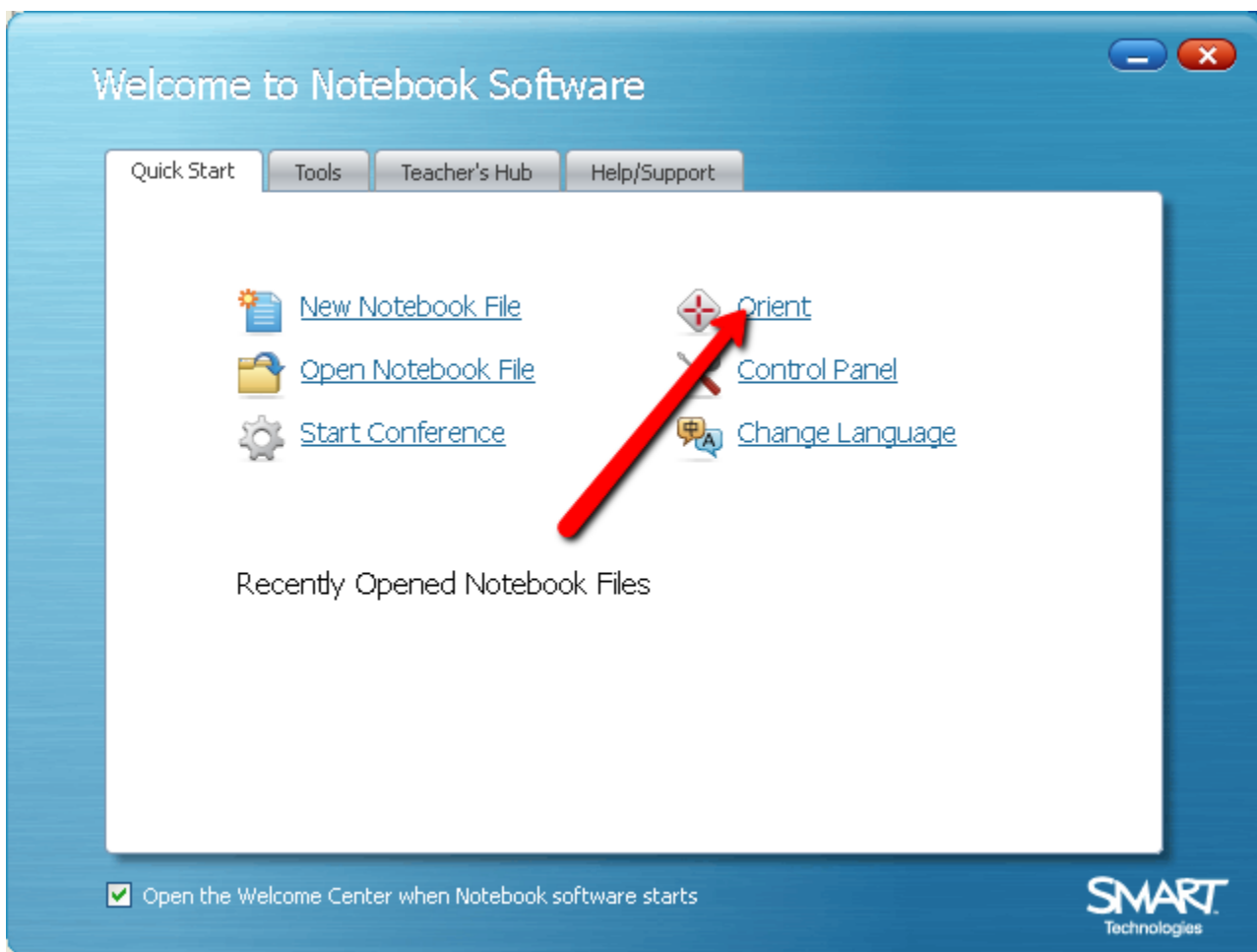


Orienting the Board

Although you have locked the wheels of the smartboard and presentation station, you will still have to orient the board frequently. Orienting the board means that you are syncing the board with the projector's display so that when you touch the board with a pen or your hand, it responds to where it is being touched. There are a couple of ways to do this. First, open the Smartboard software icon on your desktop that is labeled **Notebook Software 10**:



When the software opens, you will be presented with a welcome screen. You can select the **Orient** option from here. However, there is another option that you need to learn in the next step:

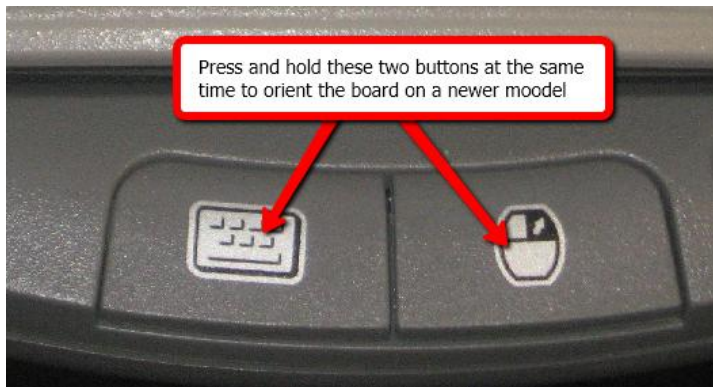


Located on the pen tray of the board are two buttons:

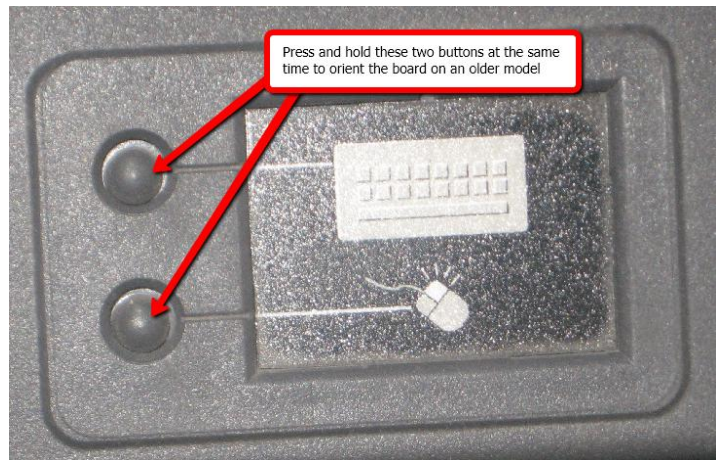


One button is to access the keyboard so you can type and the other is the right click of a mouse. If you press these two buttons at the exact same time and hold it down, you can orient the board:

Mouse and keyboard buttons on the newer model of smartboard



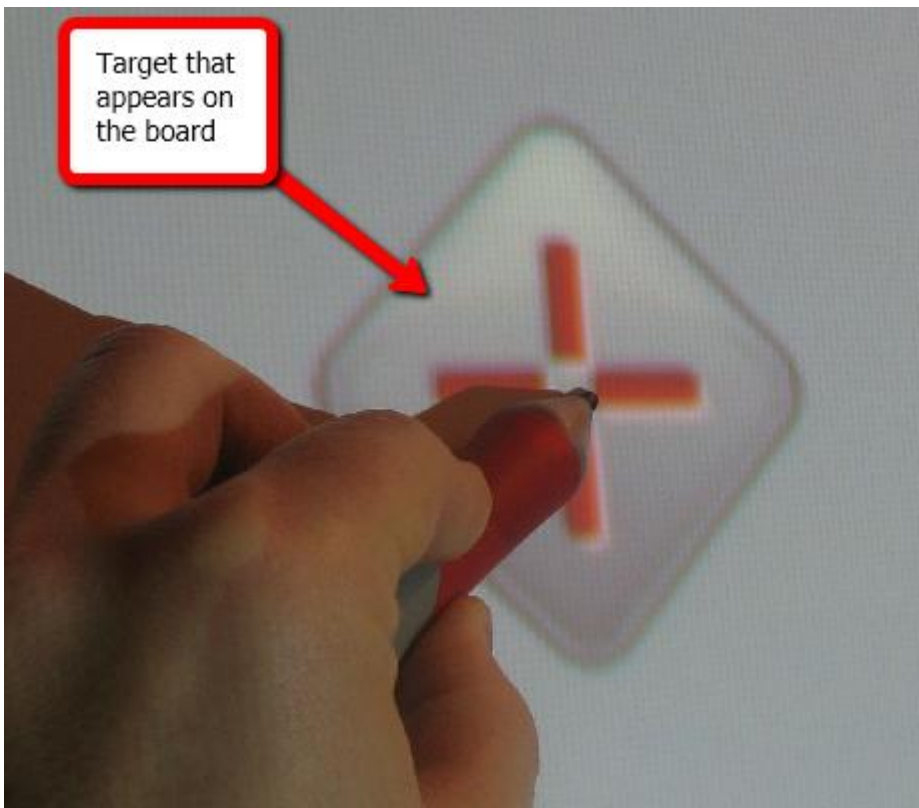
Mouse and keyboard buttons on the older model of smartboard



After you press the buttons on the pen tray or select the orient option from the welcome screen, the orientation screen will appear:

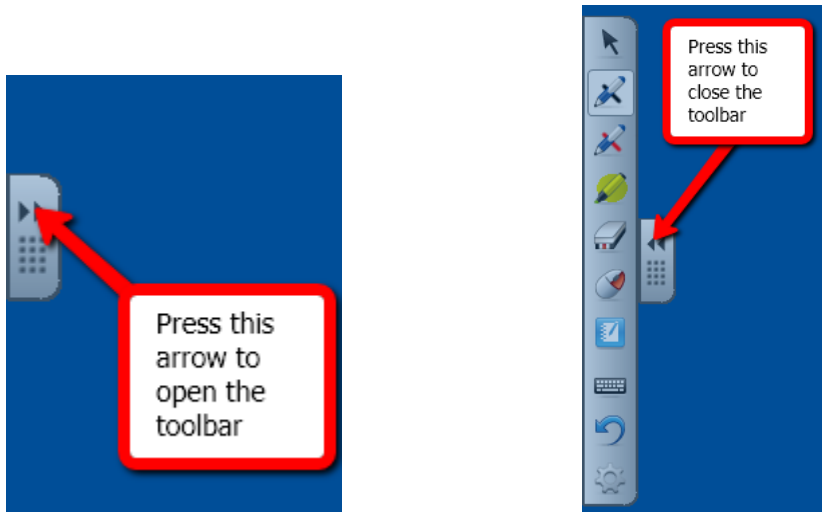


To orient the board with the most accuracy, use a pen from the pen tray instead of one of your fingers to select the middle space in between the crosshairs at the nine targets that appear on the board. After you have select all of the points, the orientation screen will disappear and the board will be accurate. If you notice the board not reacting to where you touch it, you will have to orient the board again:

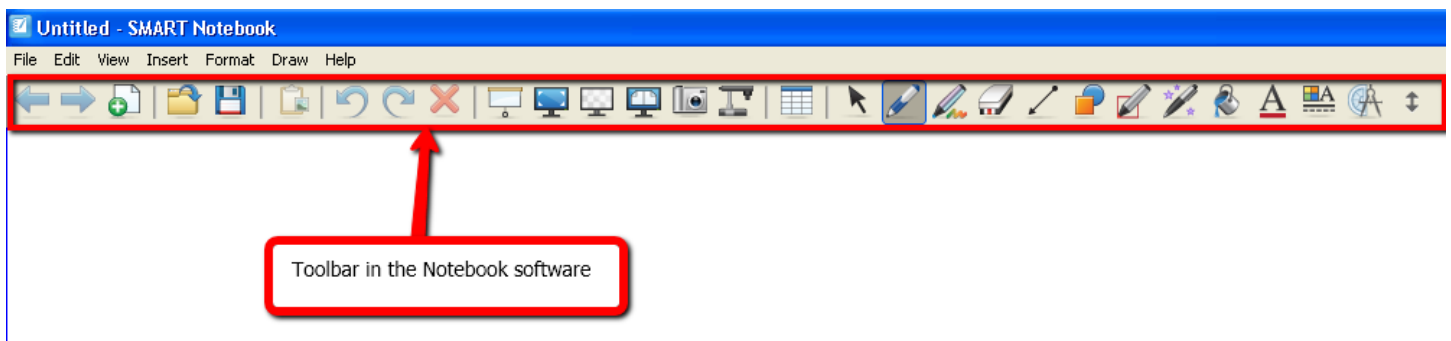


Smartboard Toolbars

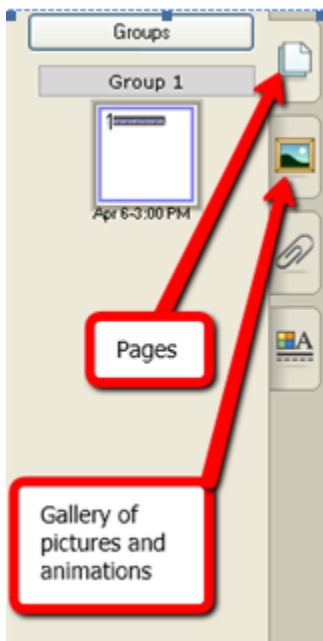
In the smartboard software, you have a few different ways to access the tools you need. There is a floating toolbar which allows you to use the smart tools. To open/close the toolbar, click on the arrow:

















In the Notebook software, you will have more options available to you:



Side toolbar in the notebook software:

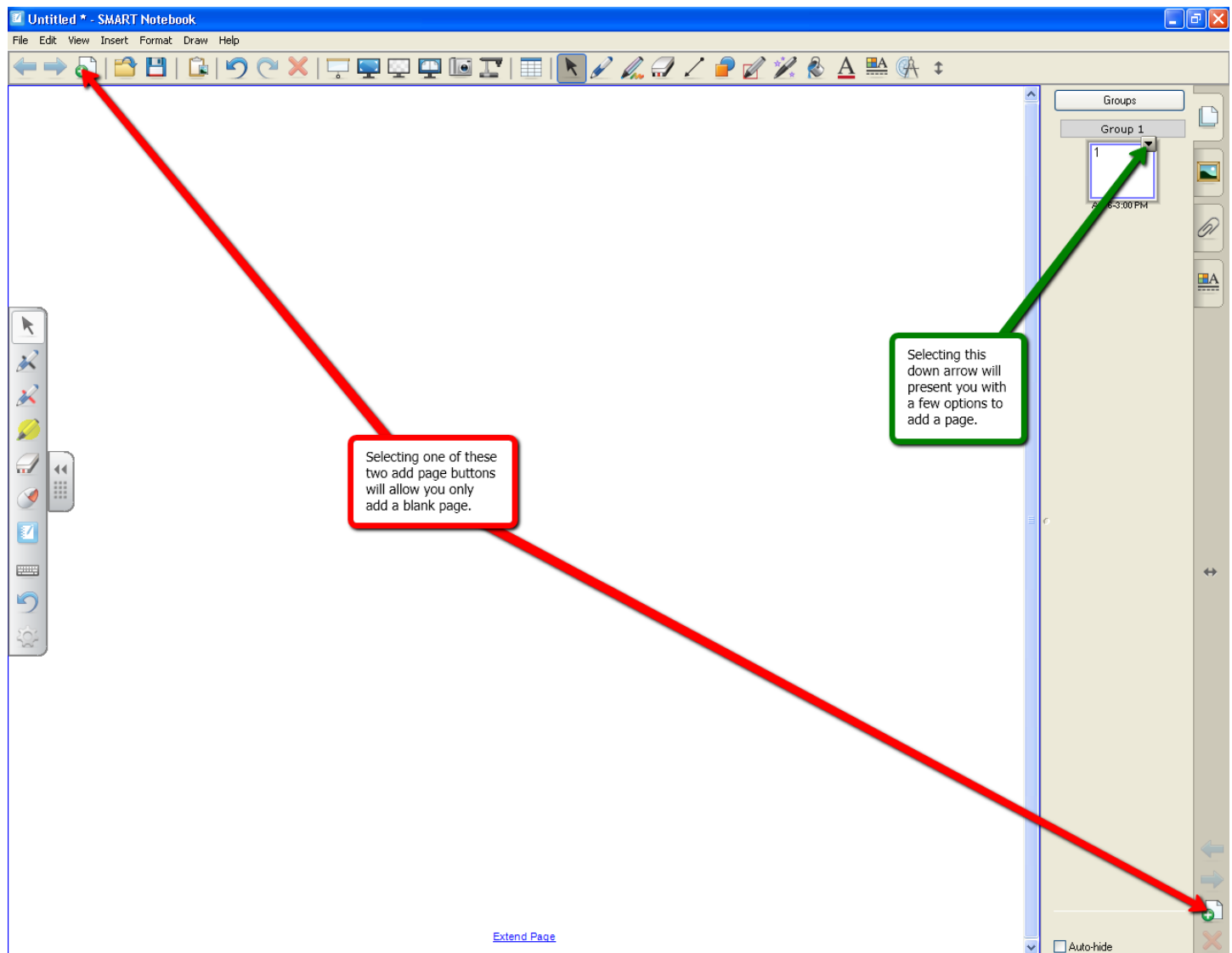


Here are the tool options available to you:

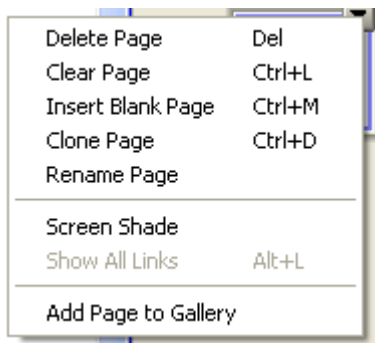
	mouse to select items		pen to write		creative pen to write with funky fonts
	eraser to get rid of pen writing		lines to draw arrows and arrays		shapes available to insert
	shape recognition pen that will automatically draw the closest shape it resembles		magic pen which will temporarily enlarge an area if you draw a square or temporarily focus in on an area if you draw a circle		paint bucket to fill shapes with the color you select
	textbox tool		properties of your tools		measurement tools
		Move your toolbars to the top, bottom, right, or left.			

Inserting a New Slide

In the Notebook software, there are 3 locations that you can add pages from:

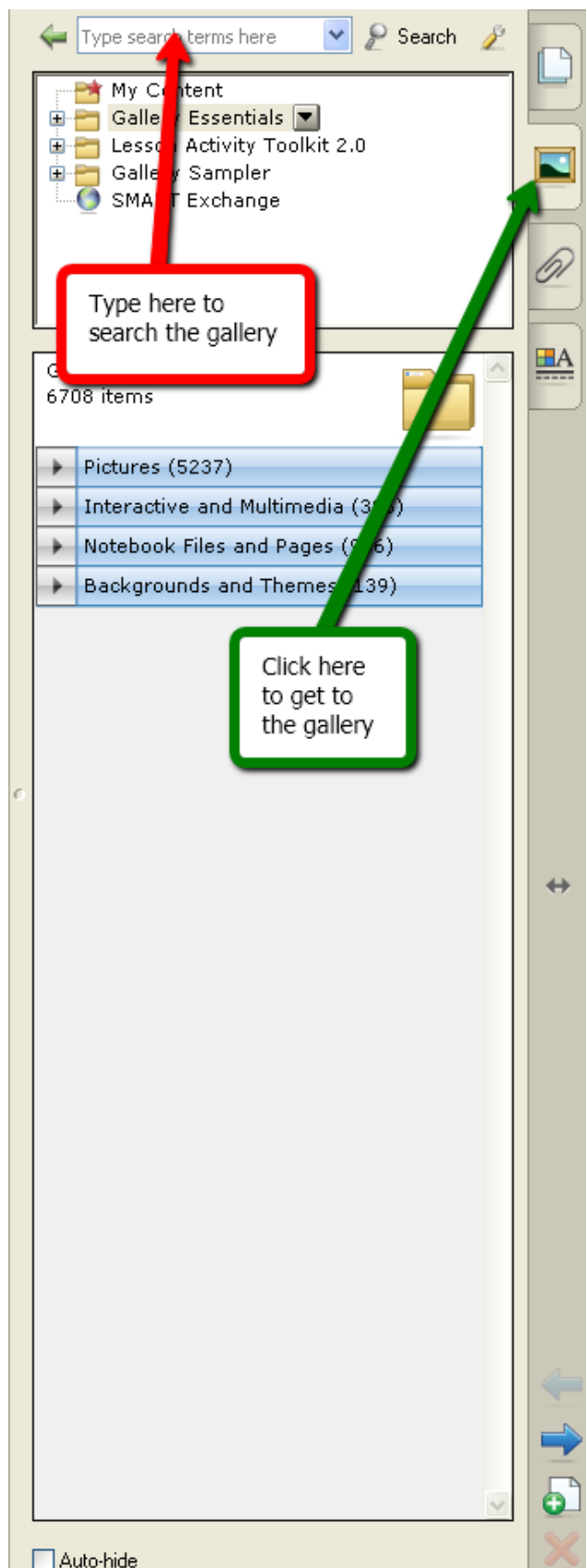


When you click on the down arrow in the side toolbar not only can you add a page, but you are presented with a few more options:

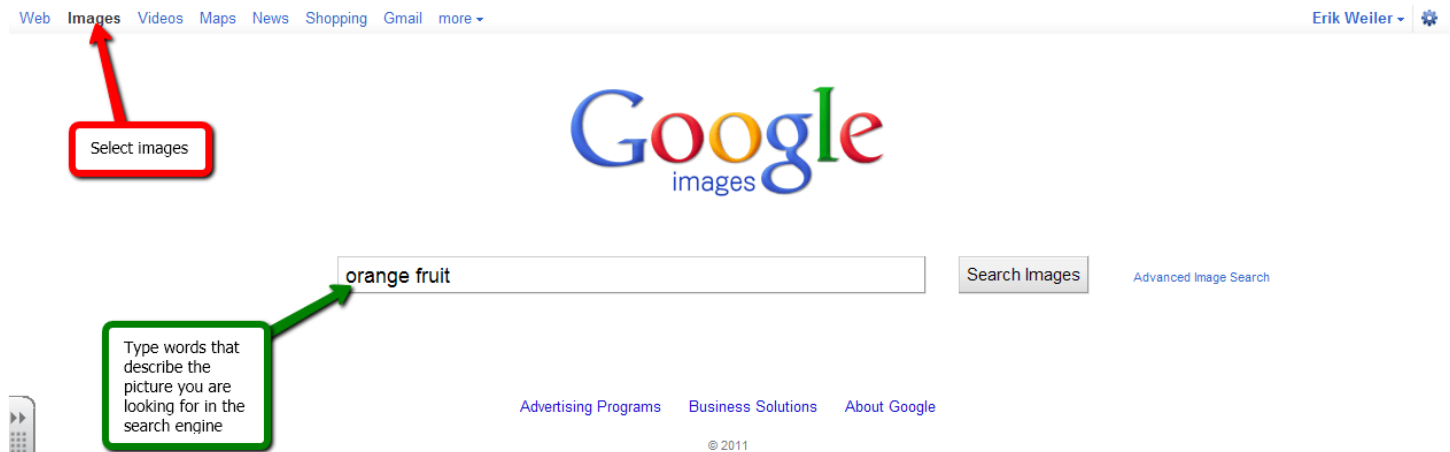


Inserting an Object

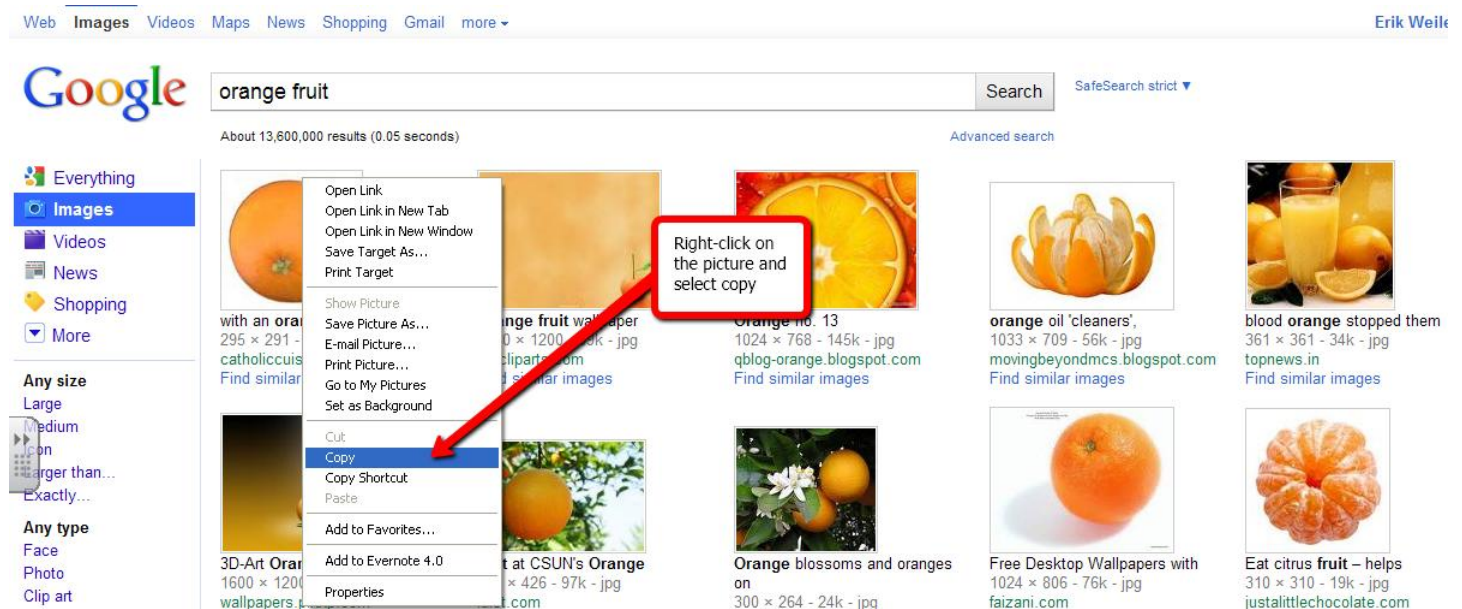
In the sidebar, if you select the portrait you will notice there is a gallery of pictures, interactive and multimedia clips, notebook files and pages, and backgrounds and themes. Simply type in a word in the search engine to find a particular clip in the gallery:



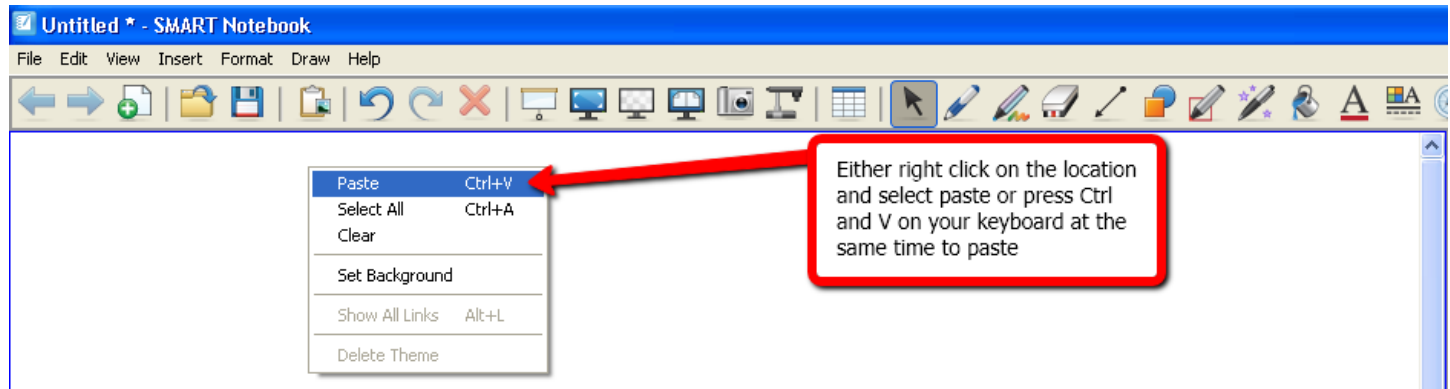
If you cannot find what you are looking for in the smart notebook gallery, you may always search Google to find an appropriate image. Be careful searching Google in front of students though because sometimes the results will not be school appropriate. For instance, I once searched Google for a penny and came back with a scantily clad lady as one of the top image results. Luckily, this was in front of a group of teachers who had a good sense of humor. To search Google for images, go to <http://www.google.com/>, select to search images, and type in the word of the object you are looking for. Try to include words that will help filter the results better. For instance, if you are searching for an *orange* you might want to type *orange fruit* into the search engine:



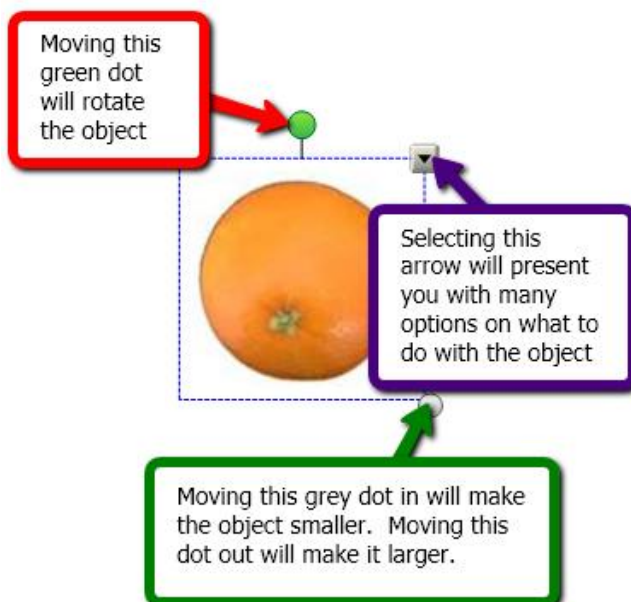
When you locate the object you would like to insert, **right-click** on the picture you want and select **copy**:



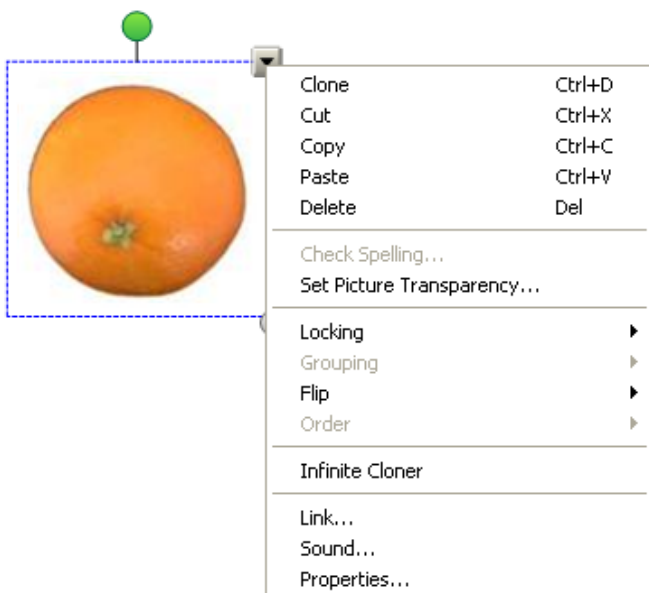
Go to the slide that you would like to page the image into. Either **right-click** on the space you would like to paste the object and select **paste** or hold down **Ctrl** and **V** at the same time on your keyboard to paste the object:



When you have pasted an object into the slide you are given options to manipulate the object:

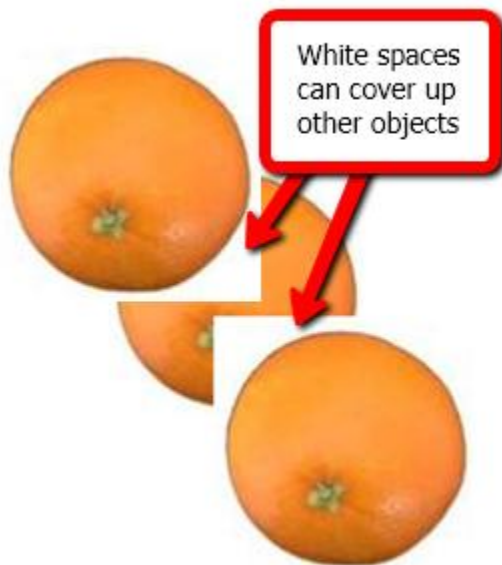


These are the options you are presented, if you select the down arrow:

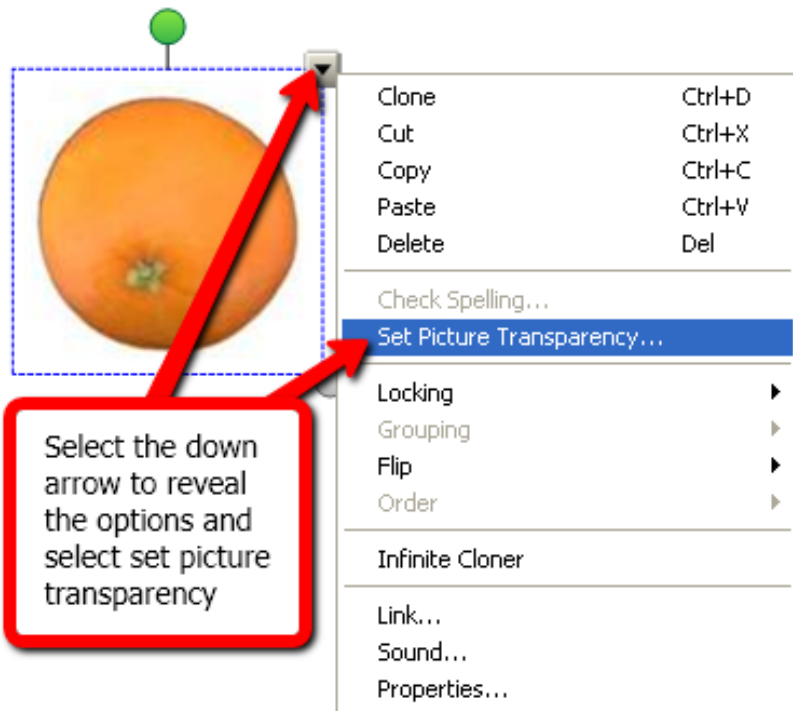


Setting a Picture Transparency

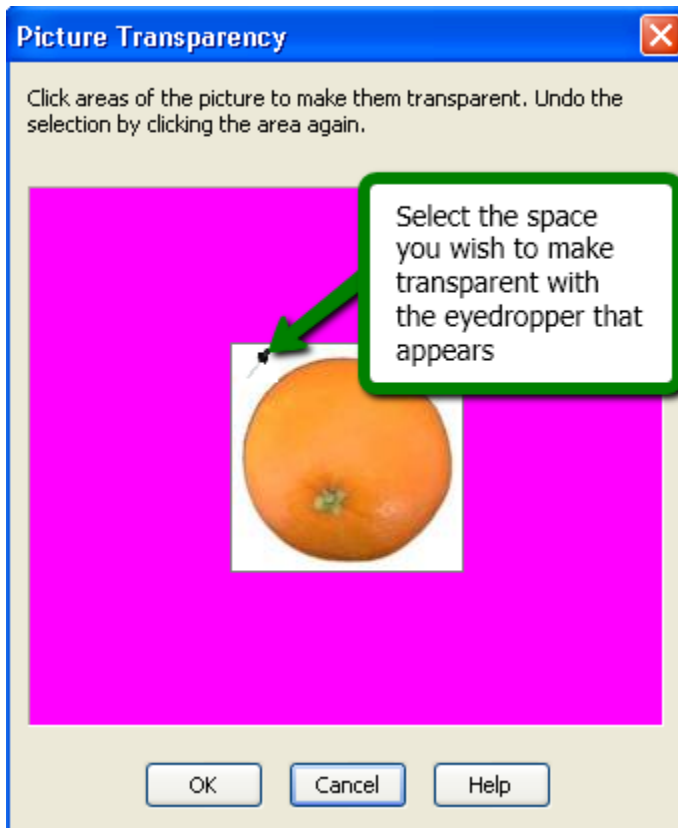
If you inserted the object from the Smart Notebook gallery, then your picture is transparent around the object. However, if you inserted the object from another location then the picture has a white space around the object. This can be problematic if you are trying to clone object to count them:



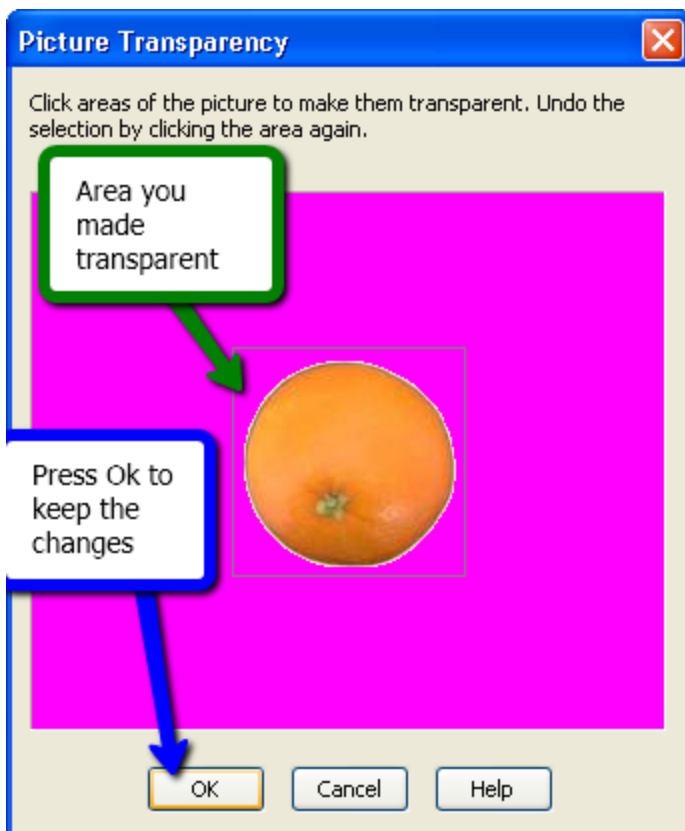
Placing a transparency around an object is very quick and easy to do. Select the **down arrow** on the upper right side of the object. Select the **Set Picture Transparency** option:



A new window will appear revealing your picture with a pink background. When you scroll over the picture with your mouse an eyedropper will appear. Select the area you wish to make transparent with the eyedropper:



When you have selected the area you would like to make transparent, it will turn pink. If you wish to keep these changes for this object, press **Ok**:

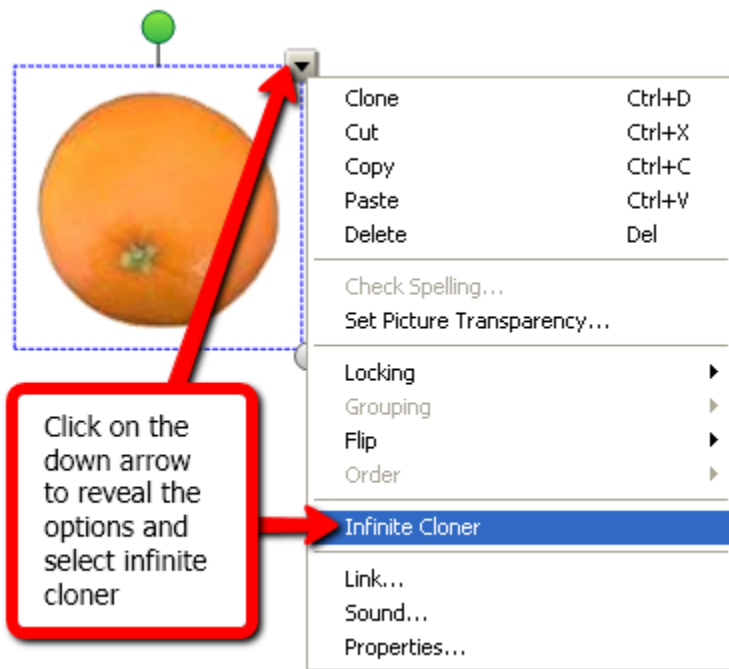


Now when you count your objects, they will not cover up each other:

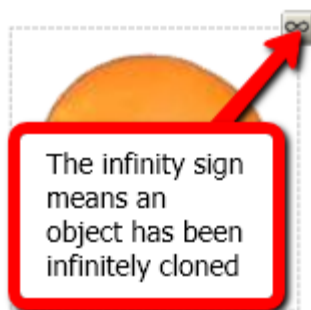


Infinite Cloner

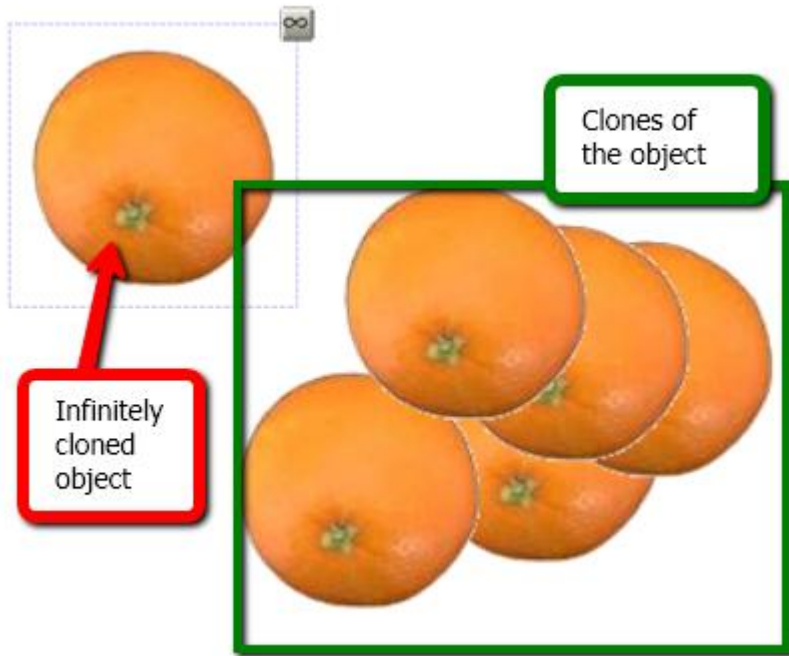
To easily count objects in the Notebook software, you can select Clone and it will automatically copy and paste the object one time. However, if you wish to count an object multiple times you should use the Infinite Cloner option. To do this, click on the **down-arrow** and select the **Infinite Cloner** option:



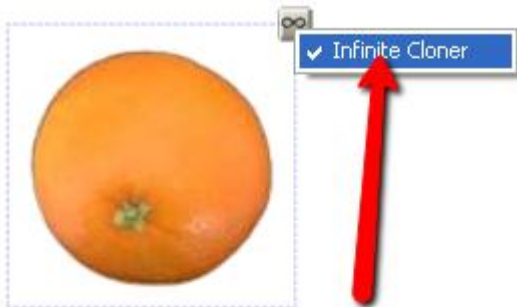
When an object has been infinitely cloned, it will have an infinity object in the upper right corner:



To clone the object, simply drag from the original clone as many times as you need. This activity is especially effective for counting money:

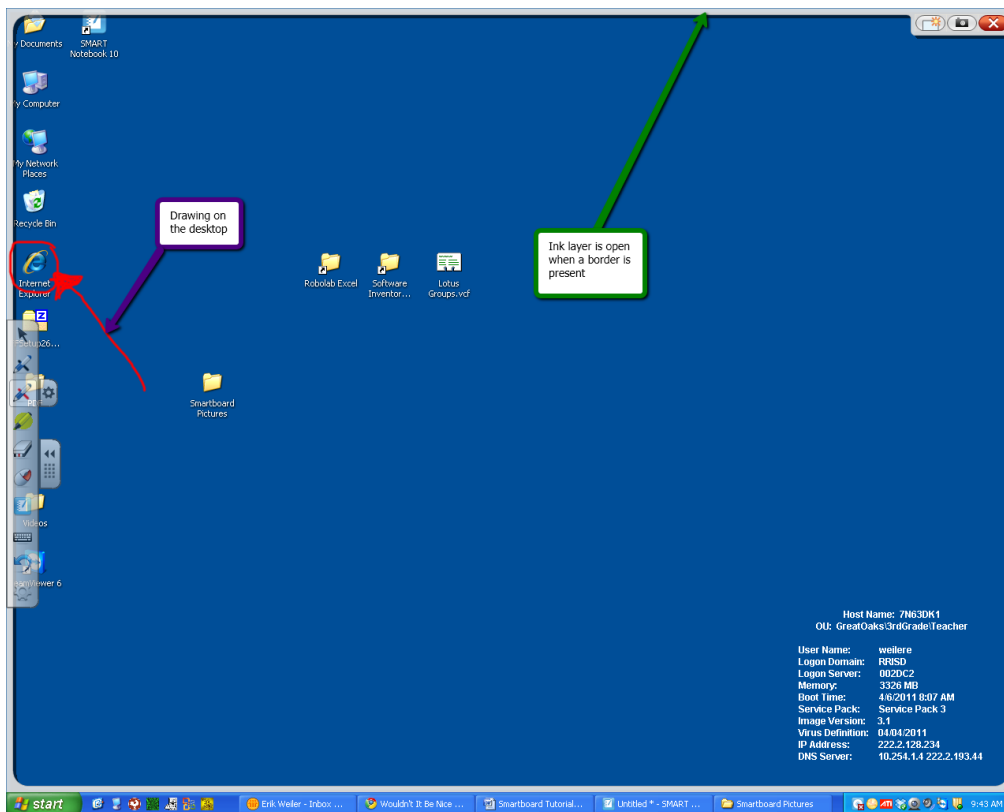


If you wish to remove the infinite cloner from an object, simply select the object, click on the **infinity sign**, and select **Infinite Cloner**. Doing so will deselect the infinite cloner option and return it to a normal object:



Ink Layer

Using the Notebook software is only part of what you can do with the Smart software. You can use the software to draw on anything that is on the desktop. You will know an ink layer is open when you have a grey boarder around your desktop. This could aid in computer instruction for your students:

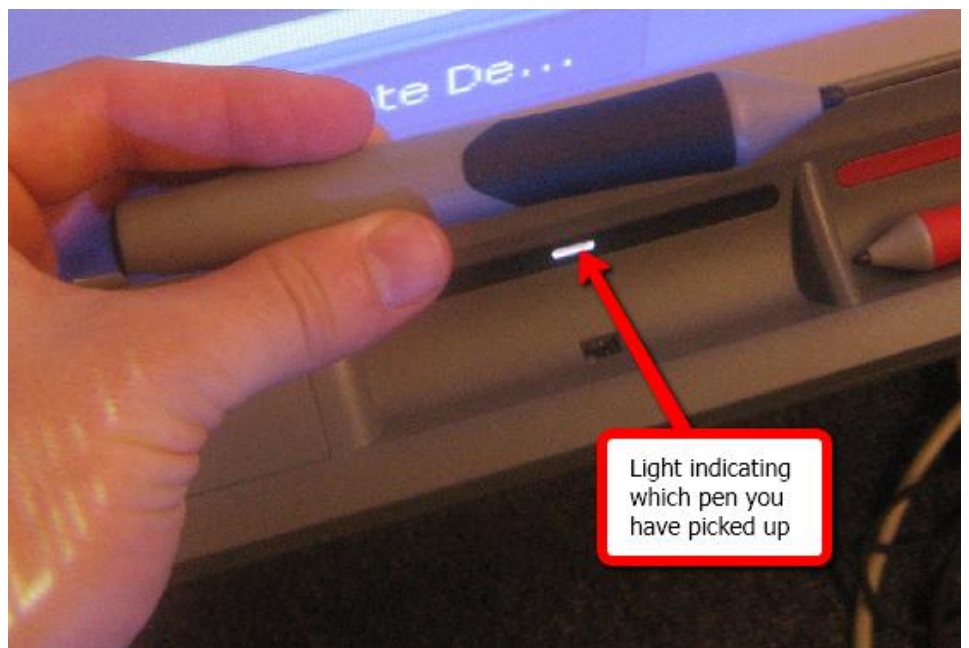


To activate this feature, you can either select a tool with your finger to use from the floating toolbar or simply pick up a pen from the pen tray. You will notice a light on the pen tray indicating you have picked up a pen:

Select object in floating toolbar:



Pick up a pen from the pen tray:



Using the Document Camera with the Smartboard

You can use the ink layer feature with the document camera:



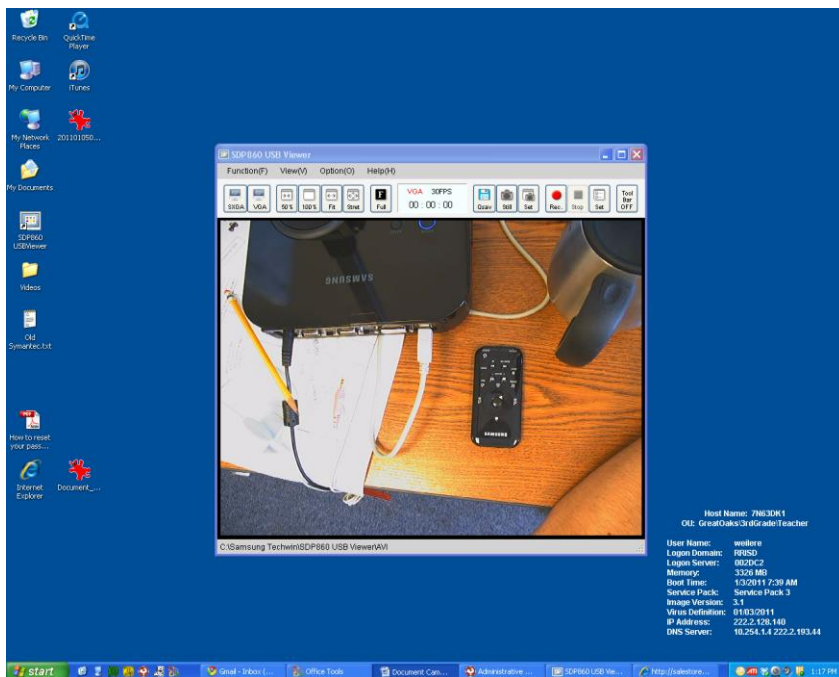
First, turn on the document camera. To turn on your document camera, hit the power button. It takes a minute for the document camera to warm up, so please be patient. You will know the document camera is being powered on when you see the blue light around the power button on the control panel:



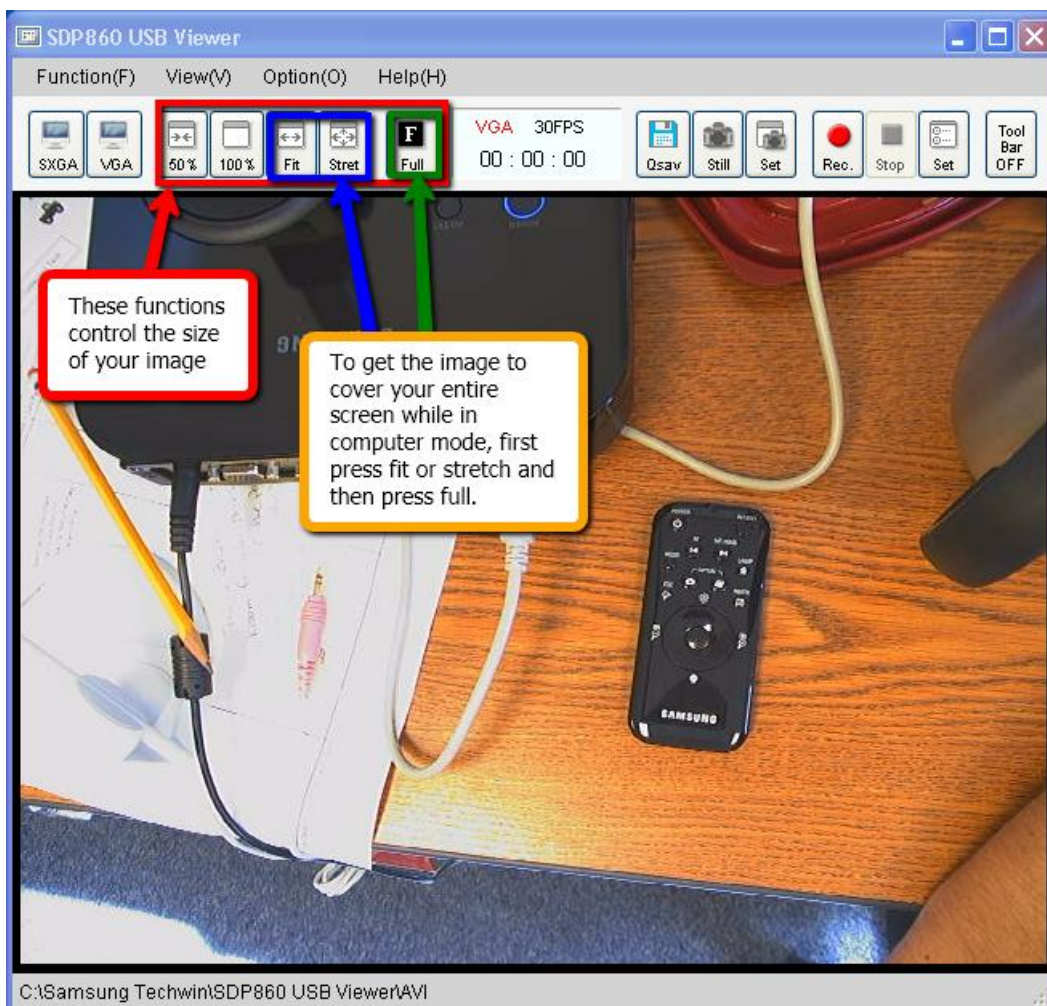
Once the document camera is turned on, open the software:



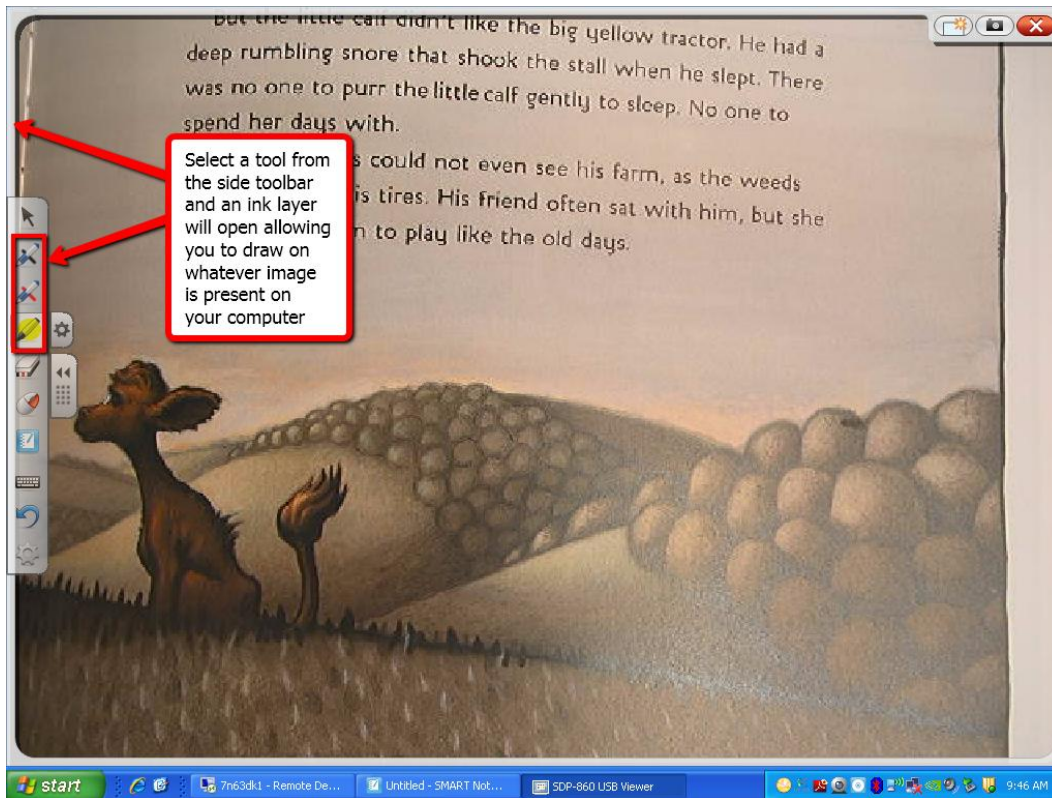
When you open the software, it will only take up a portion of the computer screen:



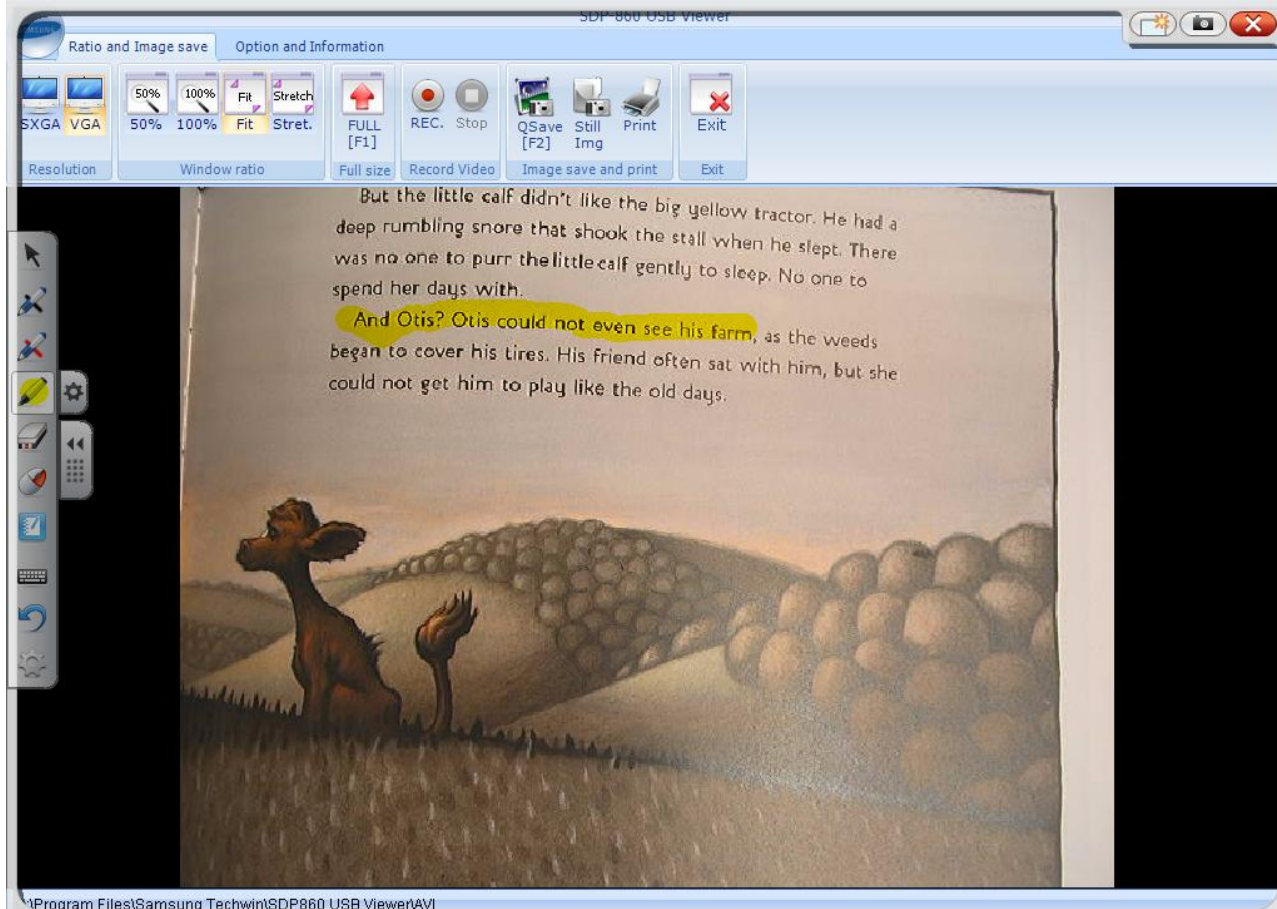
If you want to expand the image size to cover the entire screen you need to press fit or stretch and then full:



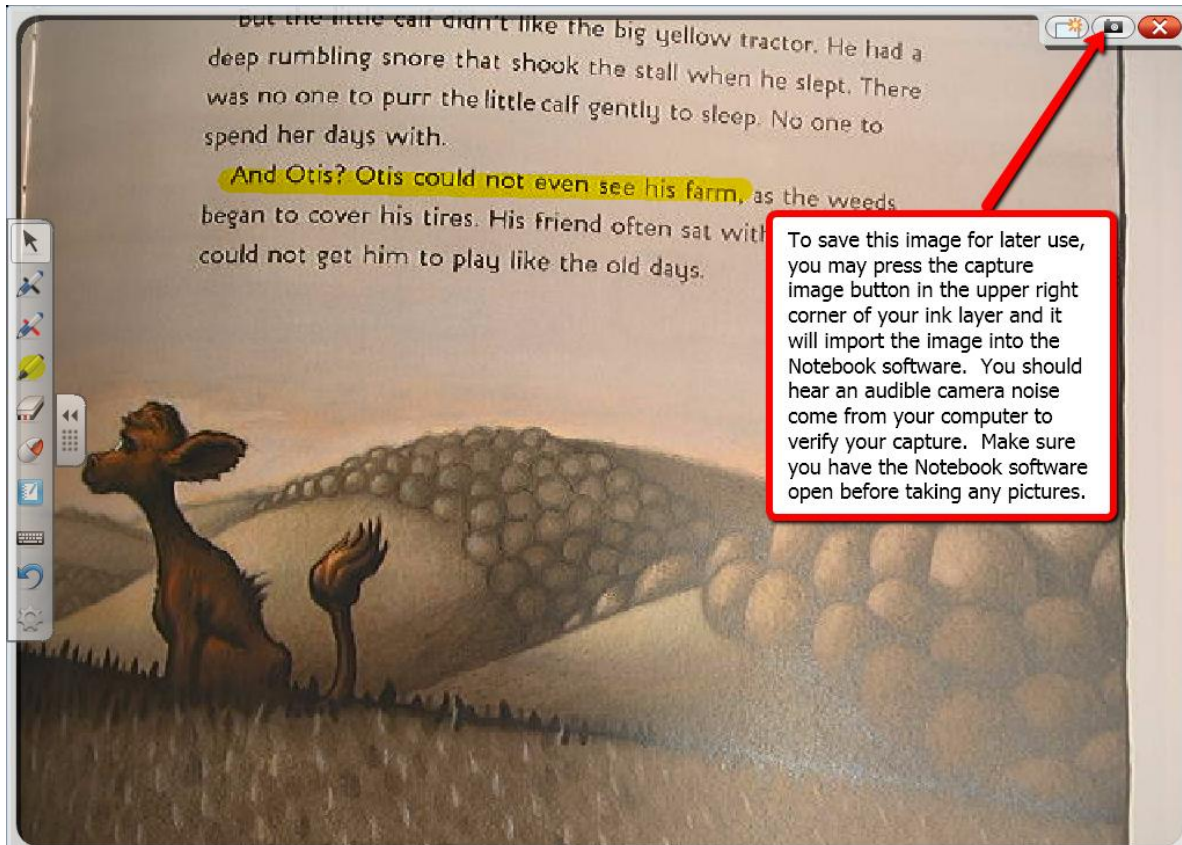
Pick up a pen from the pen tray or select a tool from the side toolbar to open an ink layer:



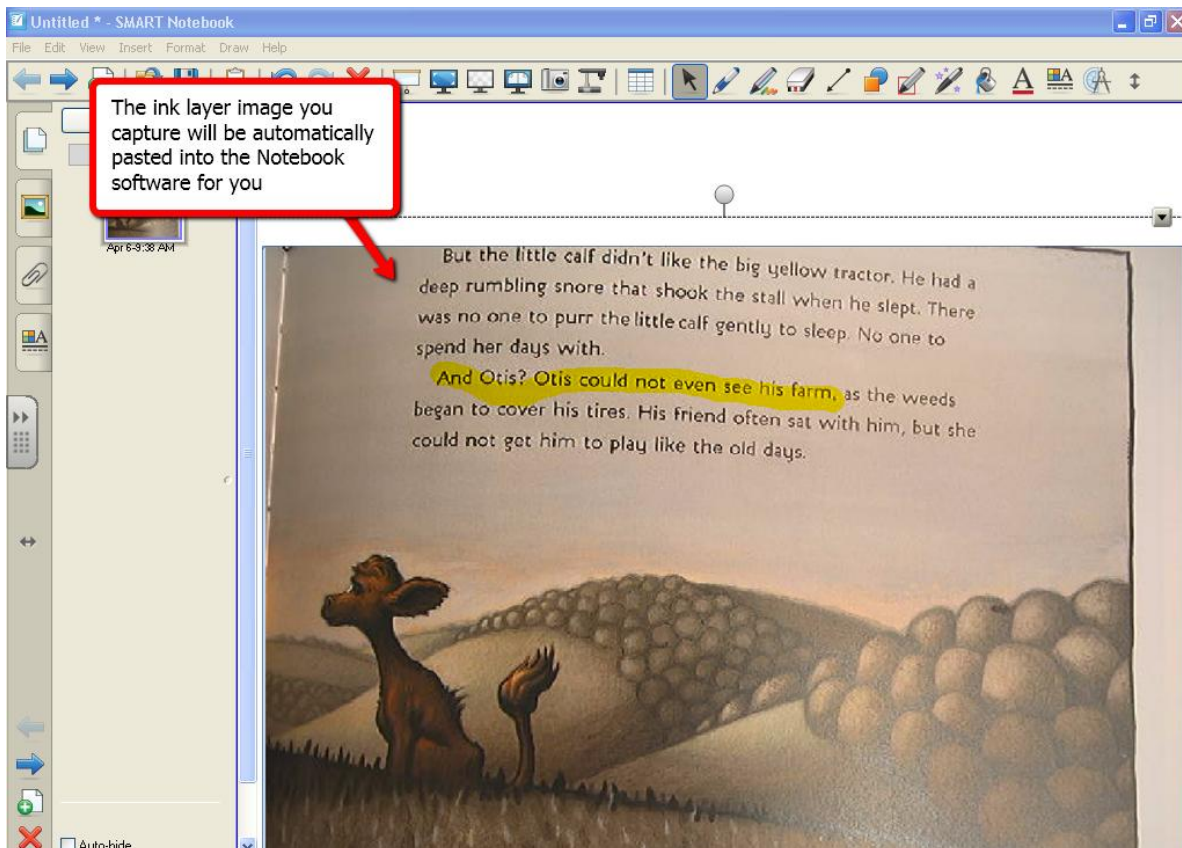
You can draw on top of the image that is under the document camera:



If you need to save this image for later use, select the **camera** icon on the ink layer. Make sure that the notebook software is open before you do so, otherwise it might not save the object:



The ink layer object will automatically be pasted on a slide within the notebook software:



Using the Smartboard to Revise Documents in Word with Your Class

If you wish to teach revision skills with you class, you can do so. Open a document in Microsoft Word and pick up a pen from the pen tray or select a pen from the floating toolbar to record the changes you wish to make to the document:

~~ERIK~~ WEILER

A technology-based position that would allow me to apply the skills I currently have knowledge in the field.

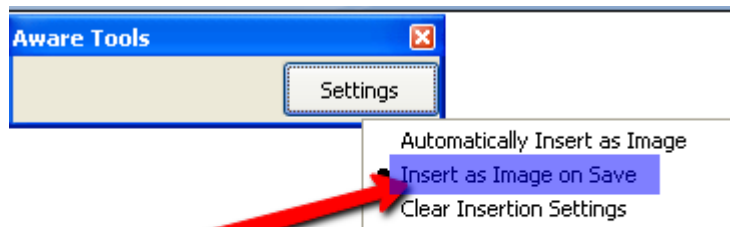
Experience

CAREER RELATED EXPERIENCE

07/08 – Present

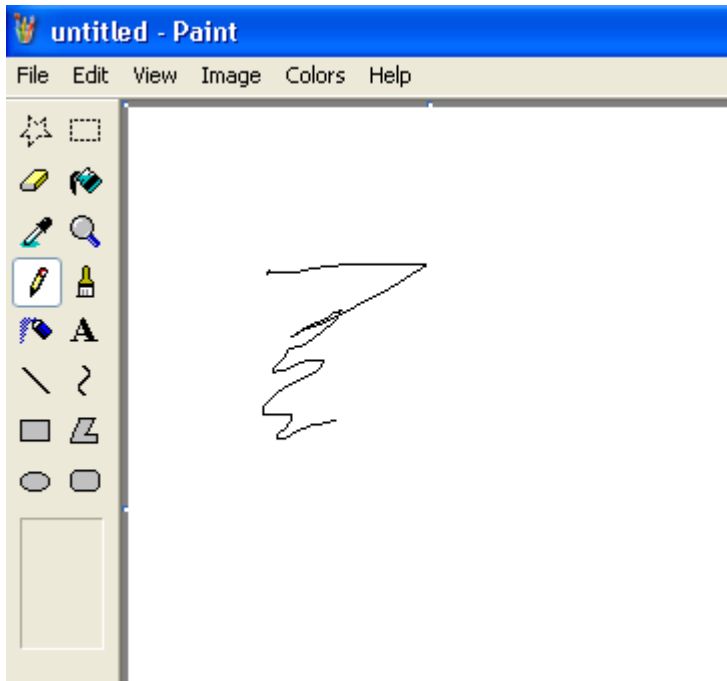
Round Rock Independent School District

If you wish to save the changes you have made to the word document, look for the Aware Tools. Press the settings option and select Insert as **Image on Save**:



Use the Smartboard with Art Computer Programs

You can also use the Smartboard with art computer programs. Just use one of the pens or your finger to draw using the tools in the art program. If an ink layer appears, close it so you can use the art program to complete your project:



Using the Smartboard with Interactive Websites

If you have websites with interactive features, you can use the smartboard to interact with them. For instance, you can have the children use their hands to move and count sheep in a paddock using their hands instead of a mouse:



Web Sites to with Smartboard Activities

The best interactive websites typically use flash or java animation. There are a ton of websites with these features, you just have to search for it. Here are some examples of good interactive websites to use with the Smartboard:

<http://www.topmarks.co.uk/Interactive.aspx>

http://schools.roundrockisd.org/liveoak/Our_Teams/Team_Pages/Kindergarten/Kindergarten_Website/kindergarten_website_homepage.aspx

<http://smartboardresources.pbworks.com/w/page/15606713/FrontPage>

<http://eduscapes.com/sessions/smartboard/>

<http://www.edzone.net/~mwestern/stuff.html>

<http://switchzoo.com/>

<http://wmssmartboard.wikispaces.com/>

Web Sites to with Smartboard Lessons

There are a lot of websites with Smartboard lessons. However, just because someone has posted a Smartboard lesson online does not mean it is a good Smartboard lesson to use in your class. A good Smartboard lesson gets the children excited to interact with the board, not just answer a few questions in a simple quiz format. Below are some websites that have Smartboard lessons available that other people have created. Please use your best judgment in looking through the websites and determining whether each lesson you look at is actually a good Smartboard lesson or just a normal lesson:

<http://smarttech.com/edredirect>

<http://www.scholastic.com/interactivewhiteboards/>

<http://www1.center.k12.mo.us/Edtech/SB/resources.htm>

<http://exchange.smarttech.com/index.html#tab=0>